



County of Tuolumne Local Agency Formation Commission

BEV SHANE, AICP
Executive Officer

A.N. Francisco Building
48 West Yaney Avenue
Mailing: 2 S. Green Street
Sonora, CA 95370
209 533-5633
209 533-5616 (fax)
www.tuolumnecounty.ca.gov

AGENDA TUOLUMNE COUNTY LAFCO BOARD OF SUPERVISORS CHAMBERS TUOLUMNE COUNTY ADMINISTRATION CENTER June 8, 2015 4:00 p.m.

COMMISSION BUSINESS:

- A. Salute the Flag.
- B. Minutes of the meeting of May 11, 2014.
- C. Consideration of adopting the Work Program for LAFCO for Fiscal Year 2015-2016.

REPORTS:

- A. Staff Reports
- B. Commission Reports

PUBLIC COMMENT: 10 Minutes

The public may speak on any item not on the printed agenda. No action may be taken by the Commission

PUBLIC HEARING:

- 1. Consideration of adopting the Final Budget for the LAFCO for Fiscal Year 2015-16.

ADJOURNMENT

Disclosure of Campaign Contributions – Government Code Section 84308 requires that campaign disclosure reports provide the public with the identity of contributors and the amounts they give, and the amount that officeholders, candidates, and committees spend. A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within 12 months, the Commissioner has received \$250.00 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application (such as an attorney, engineer, or planning consultant) representing the applicant or interested party. The law also requires any applicant or the participant in a LAFCO proceeding to disclose the contribution amount and name

of the recipient Commissioner on the official record of the proceeding. The law also prohibits an applicant from making a contribution of \$250, or more to a LAFCO Commissioner while a proceeding is pending or for 3 months afterward.

Disclosure of Expenses Supporting and Opposing Proposals - If a person or group contributes or expends \$1,000.00 or more in support of, or in opposition to, a proposal before LAFCO, those contributions and expenditures must be disclosed. Pursuant to Section 56100.1 of the Government Code, disclosure shall be made to the Commission's executive officer.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Resources Agency at (209) 533-5633. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (28FR35.102-35.104 ADA Title 11)

EXECUTIVE OFFICER'S REPORT

PROPOSED ACTION

Consideration of adopting the Work Program for the Local Agency Formation Commission for Fiscal Year 2015-2016.

BACKGROUND INFORMATION

1. At its meeting on May 11, 2015, the Local Agency Formation Commission (LAFCO) considered adopting the Draft Budget for Fiscal Year 2015-2016. In adopting the Draft Budget, LAFCO directed Staff to prepare a Work Program for Fiscal Year 2015-2016.
2. LAFCO staff intends to process the following LAFCO-initiated projects during Fiscal Year 2015-2016:
 - A. Dissolution of the Gold Springs Lighting District as recommended in the Municipal Service Review adopted by LAFCO for the nine lighting districts in the County pursuant to LAFCO Resolution 275.
 - B. Dissolution of the Groveland Lighting District and merge its functions with the Groveland Community Services District as recommended by the Municipal Service Review adopted by LAFCO for the nine lighting districts in the County pursuant to LAFCO Resolution 275.
 - C. Dissolution of the South Sonora Lighting District and merge its functions with the City of Sonora as recommended by the Municipal Service Review adopted by LAFCO for the nine lighting districts in the County pursuant to LAFCO Resolution 275.
 - D. Dissolution of County Service Area 35 (Preston Lane) as recommended by the Municipal Service Review adopted by LAFCO for the 38 County Service Areas pursuant to LAFCO Resolution 277.
3. On May 5, 2015, the Tuolumne County Board of Supervisors adopted a Resolution of Application to LAFCO to conduct proceedings to annex a small island consisting of six (6) parcels and portions of nine (9) other parcels to the Tuolumne Fire District. The island is surrounded by the Tuolumne Fire District. The Municipal Service Review adopted by LAFCO for the Tuolumne Fire District pursuant to LAFCO Resolution 259 determined that this island should be annexed to the District. Staff has begun processing this annexation but it will not be scheduled for consideration by LAFCO until Fiscal Year 2015-2016.

4. LAFCO Staff also anticipates processing at least one annexation, formation or similar project submitted by a special district or property owner during Fiscal Year 2015-2016 based upon discussions between LAFCO Staff and staff of special districts and developers over the past several years.
5. The attached Work Program has been developed using the recommendations contained in the Municipal Service Reviews adopted by LAFCO during 2013 and 2014. The Work Program also references several applications which may be submitted to LAFCO during Fiscal Year 2015-2016 including those for the KOR Investors Subdivision on Racetrack Road, the Menelik Estates Subdivision in Columbia and the Dry Creeks Subdivision on Golf Links Road in Jamestown.

RECOMMENDATION

The Executive Officer recommends adoption of the Work Program for the Local Agency Formation Commission for Fiscal Year 2015-2016.

LOCAL AGENCY FORMATION COMMISSION

FISCAL YEAR 2015-2016

WORK PROGRAM

The following LAFCO-initiated projects are anticipated to be processed by staff and brought to LAFCO for consideration during Fiscal Year 2015-2016:

1. Annexation of an island consisting of six (6) parcels and portions of nine (9) other parcels to the Tuolumne Fire District as recommended in the Municipal Service Review adopted by LAFCO pursuant to LAFCO Resolution 259 and the Resolution of Application to LAFCO adopted by the Board of Supervisors on May 5, 2015 pursuant to Resolution 64-15.
2. Dissolution of the Gold Springs Lighting District as recommended in the Municipal Service Review adopted by LAFCO for the nine lighting districts in the County pursuant to LAFCO Resolution 275.
3. Dissolution of County Service Area 35 (Preston Lane) as recommended in the Municipal Service Review adopted by LAFCO for the 38 County Service Areas pursuant to LAFCO Resolution 277.
4. Dissolution of the Groveland Lighting District and merge its functions with the Groveland Community Services District as recommended in the Municipal Service Review adopted by LAFCO for the nine lighting districts in the County pursuant to LAFCO Resolution 275.
5. Dissolution of the South Sonora Lighting District and merge its functions with the City of Sonora as recommended in the Municipal Service Review adopted by LAFCO for the nine lighting districts in the County pursuant to LAFCO Resolution 275.

It is anticipated that one or more of the following applications will be submitted and brought to LAFCO for consideration during Fiscal Year 2015-2016:

6. Formation of a County Service Area (CSA) to maintain roads, drainage improvements and street lighting for the KOR Investors Subdivision on Racetrack Road pursuant to the Conditions of Approval of Tentative Subdivision Map T14-013.
7. Formation of a County Service Area (CSA) to maintain roads, drainage improvements and street lighting for the Menelik Estates Subdivision in Columbia pursuant to the Conditions of Approval of Tentative Subdivision Map T14-022.
8. Sphere of Influence Amendment for the Jamestown Sanitary District, Annexation to the Jamestown Sanitary District and Formation of a County Service Area to maintain roads, drainage improvements and street lights for the Dry Creeks Subdivision on Golf Links Road pursuant to the Conditions of Approval of Tentative Subdivision Map T10-010.

EXECUTIVE OFFICER'S REPORT

PROPOSED ACTION

Consideration of adopting the Final Budget for the Local Agency Formation Commission for Fiscal Year 2015-2016.

BACKGROUND INFORMATION

1. On May 11, 2015, the Local Agency Formation Commission adopted a draft budget for Fiscal Year 2015-2016 pursuant to Government Code Section 56381.
2. On May 12, 2015, the draft budget was sent to the City of Sonora, County of Tuolumne and Special Districts for review and comment. No comments have been received from the City of Sonora, Tuolumne County or Special Districts at the time of writing this report.
3. The Commission must hold a public hearing on the final budget prior to June 15, 2015.
4. LAFCO is an independent agency that is funded by the County of Tuolumne and the City of Sonora. Pursuant to a Memorandum of Understanding (MOU) between the City and the County, the Local Transportation Fund (LTF) per capita percentage is used to determine the City's and the County's respective shares of the LAFCO budget. Under this formula, the City will be responsible for 8.1 percent of the approved Fiscal Year (FY) 2015-2016 LAFCO Budget and the County will be responsible for the remaining balance. The County Auditor will invoice the City of Sonora on a quarterly basis to pay its share.
5. The final budget is to be at least equal to the budget adopted for the previous fiscal year (\$35,661) unless the Commission finds that reduced staffing or program costs will nevertheless allow the Commission to fulfill its duties. The proposed budget is larger than that adopted for Fiscal Year 2014-2015.
6. LAFCO staff intends to process the following LAFCO-initiated projects during Fiscal Year 2015-2016 which Staff was not able to process during Fiscal Year 2014-2015:
 - A. Dissolution of the Gold Springs Lighting District as recommended in the Municipal Service Review adopted by LAFCO for the nine lighting districts in the County pursuant to LAFCO Resolution 275.
 - B. Dissolution of the Groveland Lighting District and merge its functions with the Groveland Community Services District as recommended by the Municipal Service Review adopted by LAFCO for the nine lighting districts in the County pursuant to LAFCO Resolution 275

- C. Dissolution of the South Sonora Lighting District and merge its functions with the City of Sonora as recommended by the Municipal Service Review adopted by LAFCO for the nine lighting districts in the County pursuant to LAFCO Resolution 275.
 - D. Dissolution of County Service Area 35 (Preston Lane) as recommended by the Municipal Service Review adopted by LAFCO for the 38 County Service Areas pursuant to LAFCO Resolution 277.
- 7. On May 5, 2015, the Tuolumne County Board of Supervisors adopted a Resolution of Application to LAFCO to conduct proceedings to annex a small island consisting of six (6) parcels and portions of nine (9) other parcels to the Tuolumne Fire District. The island is surrounded by Tuolumne Fire District. The Municipal Service Review adopted by LAFCO for the Tuolumne Fire District pursuant to LAFCO Resolution 259 determined that this island should be annexed to the District. Staff has begun processing this annexation but it will not be scheduled for consideration by LAFCO until Fiscal Year 2015-2016.
 - 8. LAFCO Staff also anticipates processing at least one annexation, formation or similar project submitted by a special district or property owner during Fiscal Year 2015-2016 based upon discussions between LAFCO Staff and staff of special districts and developers over the past several years. Please refer to the LAFCO Work Program for Fiscal Year 2015-2016.
 - 9. The final budget will provide LAFCO with the funds to process these projects and run the day to day LAFCO business as reflected on the "Projected Personnel Expenses" page. The total budget is \$38,821 which is \$3,160 more than the approved Fiscal Year 2014-2015 budget of \$35,661.

RECOMMENDATION

The Executive Officer recommends adoption of the final Fiscal Year 2015-2016 budget based upon the finding that the budget will provide for the implementation of the LAFCO Work Program and still run the day to day LAFCO business.

FINAL LAFCO BUDGET FISCAL YEAR 2015-2016

Description	2011-2012 Budget	2012-2013 Budget	2013-2014 Budget	2013-2014 Actuals	2014-2015 Budget	2015-2016 Final Budget
Dues and Memberships	\$725	\$741	\$758	\$758	\$769	\$785
Office Expense	\$2,000	\$2,000	\$2,000	**N/A	\$1,000	\$1,000
Publications/Legal Notices	\$500	\$500	\$500	\$771	\$1,000	\$1,000
Travel and Training	\$6,000	\$6,000	\$6,000	\$5,008	\$6,000	*\$6,000
Personnel	\$26,417	\$28,349	\$29,048	\$31,721	\$26,892	\$30,036
Total Expenditures	\$35,642	\$37,590	\$38,306	\$38,258	\$35,661	\$38,821
Application Fees/Services	\$1,600	\$1,600	\$1,600	\$0	\$0	\$3,500
Lighting District reimbursement for MSRs	N/A	\$2,000	N/A	N/A	N/A	N/A
County of Tuolumne	\$31,155	\$31,107	\$33,733	\$35,159	\$32,772	\$32,460
City of Sonora	\$2,887	\$2,882	\$2,973	\$3,099	\$2,889	\$2,861
Total Revenue	\$35,642	\$37,590	\$38,306	\$38,258	\$35,661	\$38,821

* Includes \$1,500 each for the regular and alternate Public LAFCO Commissioners or LAFCO Legal Counsel and \$1,500 for the LAFCO planner and LAFCO secretary to attend annual CALAFCO Conference, CALAFCO Staff Workshop or other training.

** This cost relates to photocopying, postage, etc. and was included in the Publications/Legal Notices expense.

PROJECTED PERSONNEL EXPENSES

Staff Person	Position	Task	Total Hours	Hourly Rate*	Total
Bev Shane	Executive Officer	<ul style="list-style-type: none"> General Administration Supervise LAFCO staff, including reviewing written work, setting priorities and providing guidance Prepare and administer annual budget Attend meetings related to LAFCO Provide information to public and applicants 	20	\$ 145.30	\$2,906.00
Mike Laird	Assistant Executive Officer	<ul style="list-style-type: none"> Assist with General Administration Supervise LAFCO staff, including reviewing written work and providing guidance Attend meetings related to LAFCO Provide information to public and applicants Attend annual CALAFCO conference/ training 	50	\$112.31	\$5,615.50
Renee Hendry	Planner	<ul style="list-style-type: none"> Process applications submitted to LAFCO Prepare reports, resolutions and other written materials or correspondence Provide information to public and applicants Attend meetings related to LAFCO Conduct studies or municipal service reviews Attend annual CALAFCO conference/ training 	175	\$ 83.80	\$14,665.00
Karen Willenberg	Assistant to Department Head	<ul style="list-style-type: none"> Prepare LAFCO agendas, minutes, legal notices Attend LAFCO secretary training 	70	\$ 68.98	\$4,828.60
Madeline Amlin/ Dorothea Knigge	GIS Technician/ GIS Analyst	<ul style="list-style-type: none"> Conduct population and registered voter analysis Prepare maps 	10	\$ 77.14	\$771.40
Carlyn Drivdahl	Deputy County Counsel	<ul style="list-style-type: none"> Provide legal advice 	10	\$ 125.00	\$1,250.00
Total					\$30,036.50

* These hourly rates are based on the FY 2014-2015 billing rates and may change. Actual hourly rates will not be available prior to the June 15th deadline for the budget adoption.



Unapproved

County of Tuolumne Local Agency Formation Commission

BEV SHANE, AICP
Executive Officer

TUOLUMNE COUNTY LOCAL AGENCY FORMATION COMMISSION

MINUTES

May 11, 2015

A.N. Francisco Building
48 West Yaney Avenue
Mailing: 2 S. Green Street
Sonora, CA 95370
209 533-5633
209 533-5616 (fax)
www.tuolumnecounty.ca.gov

PRESENT: Vice-Chair Randy Hanvelt and Commissioners John Gray, Jim Garaventa and Ron Stearn

ABSENT: Chair Jack Sauls

STAFF: Bev Shane, Executive Director, Mike Laird, Deputy CRA Director, and Karen Willenberg, Assistant to the Department Head

CALL TO ORDER:

Vice-Chair Hanvelt called the meeting to order at 4:00 p.m..

COMMISSION BUSINESS:

A. Vice-Chair Hanvelt led the Commission and audience in the Pledge of Allegiance.

B. Minutes of June 9, 2014

Vice-Chair Hanvelt asked if there were any additions or corrections to the Minutes of the meeting of June 9, 2014.

It was moved by Commissioner Gray and seconded by Commissioner Stearn to approve the Minutes of June 9, 2014, as presented.

Vice-Chair Hanvelt called for the vote: Ayes, 4; Noes, 0; Abstain, 0.

Motion carried 4 – 0 – 0, with Chair Sauls being absent.

C. Consideration of accepting resignation of Louise Giersch

Ms. Shane said that Louise Giersch submitted her resignation as the alternate public member. She said that if the Commission accepts the resignation, we will publish a notice in the local newspaper and request that applications be submitted to LAFCO. After applications are received, the Commission would make the appointment.

It was moved by Commissioner Gray and seconded by Commissioner Stearn to recognize Ms. Giersch for her time of service and publish a notice of vacancy.

D. Election of Officers

It was moved by Commissioner Gray and seconded by Commissioner Stearn to nominate Jack Sauls as the Chair.

Vice-Chair Hanvelt called for the vote: Ayes, 4; Noes, 0; Abstain, 0.

Motion carried 4 – 0 – 0 with Chair Sauls being absent.

It was moved by Commissioner Gray and seconded by Commissioner Stearn to nominate Randy Hanvelt as the Vice-Chair.

Vice-Chair Hanvelt called for the vote: Ayes, 4; Noes, 0; Abstain, 0.

Motion carried 4 – 0 – 0 with Chair Sauls being absent.

REPORTS:

A. Staff Reports

Mr. Shane said that the Annual CALAFCO Conference will be held September 2nd through September 4th in Sacramento and that Chair Sauls had been notified. She said that there was a structured budget for public members to attend and that if any of the other Commissioners wish to attend, they would have to receive funding from the City or County.

B. Commission Reports

The Commissioners had nothing to report.

PUBLIC COMMENT: 10 Minutes

Vice-Chair Hanvelt opened the public comment period and asked for those who would like to address the Commission on any item that was not on the agenda. Seeing no one, he closed the public comment period.

PUBLIC HEARING:

1. Consideration of adopting the proposed Budget for the LAFCO for Fiscal Year 2015-16.

Mike Laird, Deputy CRA Director, said that LAFCO is required to adopt the final budget by June 15th for the next fiscal year and that a copy of the draft budget was circulated to the County, the City of Sonora, and all special districts. He explained that there were funds in the budget for training of staff, the Commission Secretary, and the public members. He said that the Multiple Service Reviews (MSR) or Sphere of Influence (SOI) will be included in next year's budget. He said that staff anticipates processing at least one annexation, formation or similar project submitted by a special district or property owner during Fiscal Year 2015-2016 and also form community service areas for a few subdivisions.

Vice-Chair Hanvelt asked if there were costs involved.

Mr. Laird said that there would be an application fee.

Mr. Laird said that staff expected to review a couple of lighting districts this year but did not have enough staff time to complete those tasks. He said that next fiscal year staff will process the dissolution of the Gold Springs Lighting District; the dissolution of the Groveland Lighting District and merge its functions with the Groveland Community Service District (GCSD); the dissolution of the South Sonora Lighting District and merge its functions with the City of Sonora; and the dissolution of County Service Area 35 (Preston Lane). He said that the proposed budget of \$38,821 for Fiscal Year 2015-2016 would be sufficient to complete the items discussed.

Vice-Chair Hanvelt asked if we are coming in under budget because we did complete all tasks, and wanted to clarify that we would not be charging the County and City for those fees.

Mr. Laird said that was correct.

Vice-Chair Hanvelt requested a work plan be submitted in June for the Fiscal Year 2015-2016.

It was moved by Commissioner Garaventa and seconded by Commissioner Gray to approve the LAFCO final budget for 2015-2016, and directed staff to send a copy of the final budget to the County, City of Sonora and all special districts.

Vice-Chair Hanvelt called for the vote: Ayes, 4; Noes, 0; Abstain, 0.

Motion carried 4 – 0 – 0, with Chair Sauls being absent.

ADJOURNMENT

Vice-Chair Hanvelt adjourned the meeting at 4:13 p.m..

Respectfully submitted,

Bev Shane,
Executive Officer

BJS:ML:kw